Montana Arts Council
Percent-for-Art Program

General Description
Information for all current calls for art with the Montana Arts Council.

Applications to these projects will be made and reviewed through an online vendor, Slideroom.com. Artists will answer questions in a **Forms Tab**, upload media/artwork images on a **Media Tab** and on an **Attachments Tab,** offer a **cover letter** [500 words and images], which should be addressed to the Selection Committee and should offer any information about how multiple artworks might be used together; this might include images or diagrams. A second document, **BIO/Resume/CV** [1500 words and images should offer biographical information]. The applications will be simple to use. All documents need to be saved as .PDF files. See technical sections for more information.

NOTE: Please read this General Information page, the Guidelines for Application section and Scope of Work for each project pages before beginning an application.

Artists may apply to one or all of the projects with the same artwork. Slideroom offers features that will make filling out multiple applications easier. Each project will have a $15.00 processing and usage fee charged by Slideroom to host your information and images for our reviewers. [MAC pays the main fees to hold a Slideroom account]. This allows you to reuse information and images for other Montana Arts Council projects saving the artist postage costs. [Media images can be re-used and changed out to apply to any Slideroom application and corrections can be made after submission]. The reviewers [Selection Committee] and administrators of the process [Montana Arts Council] can view all applications once submitted. This offers MAC more time to make sure the applications are complete and the selection committee to do their **first ranking over a period of time and allows for a simpler review meeting with the**

committee. Experience has shown that the reviewers are spending more time than ever with the applications.

First Stage: Artists will provide the selection committee with their forms, artwork images with descriptions and pricing information, and a brief biography which can contain recent sales, gallery showings, education and experience. Publications and news articles can be scanned and added to this document, which should be saved as a .pdf file before uploading to the Slideroom. The displayed work must adhere to **ADA regulations [Works musts be installed on a wall not below 27" or above 80" from a finished floor and mustn't project from the wall more than 4"and sculptural bases should be larger than the sculpture].**

Second Stage: Selection Committee will meet to discuss their rankings. They will have reviewed their initial ranking online via Slideroom and offered numerical rankings. Each reviewer will only be able to see their own rankings and comments during this first round. We'll discuss the submissions and the rankings and will narrow the field to a consensus decision. We'll then work with University of Montana facilities department to get an accurate cost for their installation services, materials and labor, which will include the signage. The highest ranked images, along with the artist's application, will be presented to the full Montana Arts Council board for final approval.
- At that time we'll make offers to the Finalist, or group of Finalists.

The Selection Process
After the deadline,
- The selection committee will review all images online and make their initial rankings and comments.
- The selection will then meet to discuss all applications and narrow the field to the TOP 10 artists. Next, a discussion will be held to determine the best work for the site and the budget.
- Once we the committee comes to a consensus, those applications and images of artwork will be forwarded to a full quorum vote of the Montana Arts Council board members for approval.
- Artist notification will take place soon after this approval.
- At that point, installation costs, delivery and contracts will be finalized.
- **All artists** applying will receive periodic emails during the process.

The Selection Committee and the Montana Arts Council will run a fair and ethical process to purchase and install the artwork. We encourage creativity and innovation, but the work must be of excellent quality, worthy of the investment, and be conceptually accessible to the students, faculty, staff and visitors of the building. The committee

seeks artworks of any medium/material and will be open to a variety of styles from traditional to experimental.

- Monies up to the budgeted amount will be made available for purchase of the artwork, its installation and signage.
- Quality artistry, manufacture and installation standards must be met, and during the proposal stage, an engineering report may be required to assure the public safety and longevity of the artwork.
- The artist(s) will maintain the copyright to the artwork but there **may** be restrictions about the use or further use of the artwork and images of the artwork. A copy of our artist's contract can be forwarded upon request.
- Artwork, once it is installed, will be owned by the State of Montana.

NOTE: The Selection Committee may spend up to the posted budget, choose the work of one or more artists, for one or more sites and reserves the right to decline all submissions. Significant differences between the application media image of the artwork and the actual artwork will void the artist's contract. Please use the best quality digital images possible for your application

Third Stage:
- Installation plans, final costs, artist's contracts, delivery of artwork, installation and payments.
- Considerations will be made for vandalism mitigation and attractive nuisance factors which might become a liability issue.
- A one-year warranty of the work will be required of the artist along with a document about maintenance of the artwork. The artist will be asked for a brief artist statement. Both documents will be archived with the Montana Arts Council and the facility department of the state buildings where the artwork is installed.
- Images of the installed photographs will be taken and offered to finalists.

NOTE: Please read: **Guidelines: Application Process, What You Should Know About Online Applications,** and the **Checklist for Applications** sections to create a competitive application.

Guidelines: Application Process

Help text at each tab in Slideroom is available to guide you through the application process. All **technical questions** about using their service should be directed to their help desk of FAQ's at http://slideroomreview.besnappy.com/faq or by emailing them at:

http://www.slideroom.com/support.html. Take a tour of their FAQ site or visit our Percent-for-Art FAQ's page.

NOTE: Artists may apply to one or more project with the same artwork. MAC will facilitate duplicate requests for artwork.

NOTE: UM-Law and UM-Chemistry are looking for multiple works from the same artist.

NOTE: Slideroom is constantly updating their services and attempting to make applications and artist images more accessible to more types of computers and mobile devices. For this reason, **always use our Internet links to technical assistance and to our application portals provided in each project description.** Artists may run into outdated and "cached" guideline information by searching the web randomly.

NOTE: Artists beginning an application will be checked on by MAC staff if they do not submit the application. It is best to review the project requirements before deciding to start an application. We cannot see more than your name on our "side" until you submit.

To Begin Your Online Application

The Montana Arts Council portal -- to begin **any** artist application-- is located at: https://mt.slideroom.com.

- Artists will be able to preview each of the applications **only inside the MAC portal**.
- Returning artists can use their account login and password to access the applications.
- Artists, who are new to Slideroom.com will need to create an account **[your email address and login password]**.
- **Once an artist logs into Slideroom and previews the projects, reads all of the guidelines and scope of work documents,** artists can then start an application by "clicking" on the link to the specific project(s) they are interested in.
- **Select: Start Application**

Forms Tab: Information requested here will offer the Selection Committee additional contact information, artistic disciplines, experience. We will also ask some information which will help us with future technical assistance and programming. If you are applying to any of the other projects in these MAC grouped Calls for Finished Work, you may copy and paste your responses from one form to the next as the questions will be the same.

Media Tab: Images
The Selection Committee will need high quality digital or digitized images [from traditional photographic wet processes] in order to jury the process. Do understand that if the actual artwork varies significantly from the image, the committee will not be able to proceed with the purchase of the work and this will void the contract.

The Selection Committee will be looking for artwork both familiar and unusual. Selection Committees seek artwork that speaks to time and place; artwork that offers a perspective of life in Montana and beyond. The committee is interested in considering artwork that is visually exciting and well-crafted. Excellence is the primary selection criteria -- please don't get "bogged" down worrying about themes of the work that the committees will want to see. Each building in this group call will have a desire to see some work that speaks to academic work that their students, staff, faculty and alumni do, but they are open to interpretations of that work, and will also be considering "art for art's sake" pieces that fit the architecture, sizes of the sites, and their budget.

No disparaging artworks will be considered. No children's faces can be seen without written permission from their parents. No images of people who are still living can be used without written permission. Several sites would work well for diptych and triptych presentations [e.g. two images or three images or, even more that should be, or could be, hung together as a single or compatible theme. Or, for example: a panoramic photograph of a landscape that is divided into two or three panels hung with a small border of wall between them. As well as other stacked patterns/formats of artworks with common concepts or are portions of a single image or concept].

Please address your design and installation concepts in your **Cover Letter. You may also add superimposed images of your artwork on copies of photographic images of the sites available for each project.**

Please USE THE DESCRIPTION FIELD at each media upload to further describe your idea of how multiple artworks might be used together and refer to your layout plan and any other information that could be useful to the reviewers and administrators.

NOTE: Please view the Photo Gallery for layout ideas for offering multiple artworks, for the blueprint details, and photographs of the sites.

NOTE: If a complicated installation is required, we may need the artist to be present to supervise, or hire a professional art installer, which we will help with if need be. If a finalist's artwork is over 10 pounds we'll need an exact weight to plan for installation.

Media: Applicant Instructions:
- High quality artwork images should be used.
- A total of **25 uploads are allowed**. **No minimum uploads are required**. Detail shots of these artworks may be offered; be sure to title them with the word: *detail* at the end. [J.Smith – Autumn Landscape detail]
- There are required fields to build the initial description of the artwork.
- All artwork shown needs to be for sale. Offer the price in the appropriate field.
- Fill out fields about size of the artwork, title, date of completion etc.
- Use the narrative description field to describe close-up images of artworks to orient reviewers to where they were taken on the artwork. Use this field to describe how you envision installing the artwork(s). Use the narrative description field to add more information about the artwork's medium or mixed media materials. Information about your artist process if this clarifies the artwork to the reviewers. You will have 1,000 characters/spaces to describe the artwork.
- Once you have fully-described each artwork, you may drag and drop media images to where you want them in the tab and these details will follow the image; it is best to put close-up/detail shots next to the full artwork image. If you are having trouble with this step, please contact Slideroom.com – FAQs or their technical services.

NOTE: Technical Information: Slideroom can accept the following file formats: Images (each up to 5MB); Videos (each less than 60MB; Documents (each up to 10 MB) but PDF files are required. Text documents must be downloaded by the reviewers and it takes too much time. In a selection committee meeting we need to easily go back and forth between types of documentation and artists.   PDF's are seen as images and easy to read and there will be no formatting changes from what you created to what reviewers can see.

NOTE: Technical Information: Slideroom accepts the following photo media file types: .jpg, .jpeg, .png, .gif, .tif, .tiff, .bmp, .tga
We are asking artists to use: .jpg, .jpeg, tif, tiff

NOTE: Technical Information: See Slideroom FAQs for more details on technical questions concerning file types and converting here: http://slideroom.besnappy.com/faq

Attachments Tab: Cover Letter and **Biograph/Resume/ CV**
[Two separate documents]

These should be created as text/word/image document. Address your Cover Letter to the {Project Title} Selection Committee. Copy and pasted information can be added to the bio/resume/CV document, as can copied/scanned publications and press releases and additional images. Save these versions to your computer and then, when you have

completed the document, they should **also be saved** as a .PDF file before uploading. Last step: Upload the PDF version from your computer into **Attachments Tab.** These documents can be up to 10 MB.

NOTE: If you need assistance creating a .pdf file please, see our MAC: **What You Should Know About Online Technology** section and then contact us if you need further assistance.

NOTE: Please remember that some of the committee members may be unfamiliar with artistic terms and techniques, and the processes of jurying; offer them what they need to know to make an informed decision.

NOTE: If your work is selected, we will ask for the highest quality resolution image of the work [Close up artwork photos of an unframed, if applicable, or from the studio if it is a 3-D work.] We need the best available images for our archives, art collection publications, and press releases. We will take photos of the installed artwork and share these with each artist so that you may have this record for their archive.

Checklist for Applying

1. Read the project description at: **REQUIREMENTS: More** – it is a drop down box, just inside the Slideroom portal at: https://mt.slideroom.com/ Read the Project Description and Construction notes, Scope of Work, and the Montana Arts Council Guidelines carefully to determine your eligibility and interest in the project.
2. Create your documents for your **Cover Letter** and for your **Resume/bio/curriculum vitae** and save as .PDF documents.
3. Determine the best artworks to create your portfolio for each project. Decide whether to show details, close-ups of certain artworks. Whether a breadth of depth of your work would best suit this project call or whether a more varied cross-section would be a good approach. These calls have no minimum number of submissions but 25 images are the maximum number. Your details of artworks count against that 25 maximum.

NOTE: Buying finished work has little in common with putting together a showing for a gallery or museum, or entering a juried competition, or even negotiating with a private collector. Offer the best artwork that you are willing to part with and ask a fair price. Prepare your initial description information: Title, Size: HxWxL, Medium, Price, Date of Completion and then use the narrative fields for a full description of the work, which may include orienting the viewer to where a detail shot was taken on the artwork, or, the artistic process of how the work was created to more fully inform the viewer, etc.

NOTE: Artists should ask a fair price for the artwork alone. In the description field for each artwork, please consider, for us all, what it will cost to prepare the artwork for installation and how you envision the artwork installed, especially if you are offering multiple artworks that would work well together or would create a singular concept and composition. Together, we'll need to settle on what type of glass will be best for flatwork [works not created with acrylics or oil paint], and framing for most flatwork, and pedestals and "display boxes" for interior sculptures and pads and reinforced footings for exterior sculpture, and installation and signage costs for all proposals to determine a final price. The Selection Committee will work with the artists to make these final determinations and final costs after the artists have been selected as finalists.

4. Assemble all information needed to complete your application in a folder titled for a specific project application on your computer. This makes grabbing the information for this and other applications easier.
5. Be aware that an application can **only** be made online. If you need assistance with the online process, please contact the Montana Arts Council before **May 20th, 2015.**
6. Email: Support@Slideroom.com with technical questions. Email: ckozak@mt.gov with project and program questions.
7. Print a copy of your completed application, and save a copy of your completed application and any narrative answers to your computer. You may be able to use this information for other Montana Arts Council Percent-for-Art projects, and other calls for art using Slideroom.com
8. Have you uploaded: 1-25 media images at the **media tab**?
9. Have you uploaded: 2 PDF files [Cover Letter and Bio] to the **attachments** tab?
10. Have you filled out the required questions at the **forms** tab?
11. There is a $15.00 fee to Slideroom.com for each application. Do you have a credit or debit card? Slideroom accepts all types. If you don't have one, contact us at ckozak@mt.gov and we'll attempt to make an arrangement.
12. Have you made copies of your materials and archived them on your computer?
13. **Submit the online application by MIDNIGHT (11:59 p.m.) MDT on Wednesday, June 3rd, 2015.** This deadline is established by Slideroom and will be the cut-off time. **There will be no MAC staff to answer questions after 5 p.m.**

THINGS YOU SHOULD KNOW ABOUT ONLINE TECHNOLOGY

1. Please type your narrative answers in a word document and then cut and paste into the application form. There have been instances of the web application crashing and taking narrative answers with it. Always keep a word document backup.

2. Narrative fields have a character count at the bottom. Punctuation and spacing are included in the count.

3. Multiple documents and media can be uploaded to the Attachments Tab. You can combine multiple documents and images into these two documents as each can be 10MB. Save each of these "running documents" first as a word document and second as a PDF file. The word versions are easy to correct or modify in case of errors or a desire to adapt for future applications.

4. To convert a file (or multiple files) to a single .pdf you have several options. If you have Adobe (or similar) software or a newer version of some word programs you can select "print" and then select the "pdf" option in the menu. Many word and text programs now have a menu of "saving as" choices. There are also several free software options on the internet. MAC does not recommend any particular software. If you are struggling with this technology please contact MAC staff (ckozak@mt.gov) as early as possible and we will try to assist you. During the final week before the deadline many applicants will be requesting assistance. The earlier you can submit your requests the more likely someone on staff will be able to assist you before the deadline.

5. Always make a copy of your application. Know that you can use information and images can often be used to apply for other Montana Arts Council Percent for Art projects.

6. More often than not, when you are having difficulties with uploading or moving your media into an order that you prefer them to be viewed, it is the problem with your computer or your Internet browser. Save what you were working on. Exit and return later; the difficulties may have cleared up; even the highest speed browsers experience "hiccups." If a problem like this persists, read the Slideroom FAQ's or contact support at Slideroom.com. They are frequently able to assist you quickly.

7. The online application system will accept applications until 11:59 pm, M.DT. (or M.S.T as applicable), however; agency staff is only available to answer questions until 5:00 pm. AND, the most important piece of information is that at 11:59 p.m., there will be a group of you trying to submit and a cyberspace traffic jam will occur. This could cause major problems, but a late posting is almost guaranteed to occur. Submit early.

NOTE:

- https://mt.slideroom.com for the **Applicant Portal**
- http://slideroomreview.besnappy.com/faq for **Online Help Desk**
- http://www.slideroom.com/support.html for **Individual Support for Applicants, Administrators and Reviewers**

NOTE:
Please see for UM-Law

- [Scope of Work](#)
- [Photo Gallery for photo images of UM-Law building](#)
- [Identified art sites and sizes](#)
- [Artwork layout ideas](#)

Please see for UM-Chemistry

- [Scope of Work](#)
- [Photo Gallery for photo images of UM-Chemistry building](#)
- [Identified art sites and sizes](#)
- [Artwork layout ideas](#)

NOTE: For more architecture images, or if artists wish to have higher resolution images of individual sites -- to help them make a proposal, please contact: ckozak@mt.gov. The architects for these projects are serving on the Selection Committee; MAC can get additional information if needed.